

**PERSONNEL BOARD SUMMARIZED MINUTES**

**Monday, February 3, 2014 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

**AGENDA**

1. Request to approve the minutes of the January 2014 Personnel Board meeting.

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Pena. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received January 2014.

- |                     |                            |
|---------------------|----------------------------|
| 1. Ivette Hernandez | Finance Department         |
| 2. Michael Benjamin | Fire Department            |
| 3. Roberto Rapado   | Fire Department            |
| 4. Erick Wilson     | Fleet Maintenance Division |
| 5. Ivonne Freis     | Hayes                      |
| 6. Vivian Rodriguez | Law Department             |
| 7. Leyanis Medina   | Police Department          |

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for January 2014.

**SO NOTED.**

4. Report of Civil Service **Appointments** for January 2014.

**SO NOTED.**

5. Report of Civil Service **Resignations** for January 2014.

**SO NOTED.**

6. Report of **Maternal/Paternal Leave** for January 2014.

- |                       |                   |
|-----------------------|-------------------|
| 1. Orlando Amador     | Fire Department   |
| 2. Alexander Gonzalez | Fire Department   |
| 3. Diana Perez        | Fire Department   |
| 4. Eddie Garcia       | Police Department |

**SO NOTED.**

7. Report of **Leave of Absence** for January 2014. NONE  
SO NOTED.

8. Request to conduct a civil service examination for the **Communications and Special Events Aide** position with the following criteria:
- a. In-house
  - b. 60% Oral
  - c. 40% Education/Experience
  - d. Must obtain a minimum score of 70% on the oral portion.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 46 - \$941 - \$1819 Bi-weekly

**APPROVED.** Motion by Ms. Pena. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the **Janitor/Janitress** position with the following criteria:
- a. In-house
  - b. 100% Performance
  - c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 43 - \$790 - \$1457 Bi-weekly

**APPROVED.** Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

10. Request to conduct a civil service examination for the **Marketing and Media Administrator** position with the following criteria:
- a. In-house
  - b. 60% Oral
  - c. 40% Education/Experience
  - d. Must obtain a minimum score of 70% on the oral portion.
  - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **new** job description is attached. No eligibility list on file.

Range 51 - \$1269 - \$2587 Bi-weekly

**APPROVED.** Motion by Ms. Ferro-Ameneiro. Second by Ms. Pena. Passed by unanimous vote.

11. Request to rescind the exam request approved on May 6, 2013 and conduct a civil service examination for the **Media Specialist Inter-Department Liaison** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

**APPROVED.** Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to rescind the exam request approved on the February 7, 2011 and conduct a civil service examination for the **Program Specialist II - Education** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of **revised** job description is attached. No eligibility list on file.

Range 48 - \$1056 - \$2127 Bi-weekly

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

13. Request to conduct a civil service examination for the **Purchasing Aide** position with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a minimum score of 70% in order to be placed on the eligibility list.

Copy of **revised** job description is attached. No eligibility list on file.

Range 48 - \$1056 - \$2127 Bi-weekly

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Pena. Passed by unanimous vote.

14. Request to abolish current eligibility list dated January 18, 2008 and conduct a civil service examination for the **Special Events Coordinator** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 51 - \$1269 - \$2587 Bi-weekly

**TABLED.** Motion by Mr. Alvarez. Second by Ms. Sosa. Passed by unanimous vote.

15. Request to approve the **revised** job description for the position of **City Clerk**.

Copy of **revised** job description is attached.

Management

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

16. Request to approve the job description for the **new** position of **Fire Protection Analyst**.

Copy of **new** job description is attached.

Range 55 - \$1716 - \$3351 Bi-weekly

**APPROVED.** Motion by Ms. Sosa. Second by Mr. Alvarez. Passed by unanimous vote.

17. Request to approve the job description for the **new** position of **Property Maintenance & Operations Superintendent**.

Copy of **new** job description is attached.

Range 49 - \$1094 - \$2309 Bi-weekly

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Pena. Passed by unanimous vote.

18. Request to hear **Unfinished Business**.

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

- 18a. Request from Mr. Grodnick, City Attorney to present Police Chief Sergio Velazquez' resume reflecting corrections to the dates regarding his employment with the City of Hialeah.

**APPROVED.** Motion by Ms. Sosa. Second by Ms. Pena. Passed by unanimous vote.

19. Request to hear **New Business**. **None**

**NEXT PERSONNEL BOARD MEETING: "March 3, 2014"**

**Personnel Board Members agreed to reschedule the next meeting for March 10, 2014.**

**MEETING DID NOT GET RECORDED DUE TO MALFUNCTION OF RECORDER**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.